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U.S. DEPARTMENT OF STATE
U.S. EMBASSY SEOUL, PUBLIC DIPLOMACY SECTION
Notice of Funding Opportunity

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Funding Opportunity Title: American Spaces Makerspace Fellow Grant Program
Funding Opportunity Number: PD-SEOUL-FY20-01
Deadline for Applications: March 8, 2020
CFDA Number: 19.040 – Public Diplomacy Programs
Total Amount Available: $25,000

*** **This notice is subject to availability of funding.**

A. PROGRAM DESCRIPTION

The U.S. Embassy Seoul Public Diplomacy Section (PD) of the U.S. Department of State announces an open competition for individuals to submit applications to carry out a program to support young Korean professionals' innovation and creativity in STEAM (Science, Technology, Engineering, Art and Math) fields, and to share expertise while supporting entrepreneurial partnerships. Please carefully follow all instructions below.

Priority Region: Republic of Korea (ROK)

Program Objectives:
The U.S. Embassy's Public Diplomacy Section is accepting applications from U.S. citizens or Korean nationals for its American Center Korea (ACK) Maker Space Fab Lab Fellowship to support young Korean professionals' innovation and creativity in STEAM (Science, Technology, Engineering, Art and Math) fields, to share expertise while supporting entrepreneurial partnerships, and to promote inclusive workplaces. The Fab Lab Fellow contributes to ACK's premier role as a hub in the Republic of Korea for creative art and technology exploration using simple materials and programs. The program also aims to support entrepreneurship, increase women's participation in STEAM fields, and encourage diversity in the workforce.

Makerspaces, sometimes referred to as "fab labs," are creative DIY spaces where people gather to create, invent, and learn in an informal environment. At American Center Korea, program participants have access to a 3D printer, laser cutter, VR (virtual reality), design software, craft and hardware supplies, tools, and more, to encourage learning and innovation.

The Fab Lab Fellow will play an integral role in fostering STEAM interest through makerspace activities and by sharing his/her expertise and experiences with Korean audiences. The U.S. Embassy is reaching out to next-generation Koreans interested in a hands-on introduction to the resources for designing and fabricating smart systems, including 3-D printing, laser cutting, and related fields. The Fab Lab Fellow will regularly lead the ACK's instructional "ART-TECH" program as well as other public outreach "making" programs for Korean audiences. Ideal applicants include graduate and postgraduate students interested in sharing their passion for technology and innovation in a professional, English-speaking setting.

Goals and Objectives:

The Fab Lab Fellow will hold programs 2-5 times per week (2-3 hours per program, with 20-40 participants) either on American Center Korea premises or at outside ACK partner organizations, focusing on hands-on activities, makerspace design, presentations, self-publishing, coding, robotics, 3D printing, craftworks, and/or other emerging technologies. Specific goals include:
- To introduce visitors to fabrication tools and processes while encouraging creativity and innovation;
- To introduce Science, Technology, Engineering, Art and Math (STEAM) principles to young audiences in a fun and easily accessible way;
- To provide accurate information about the U.S. high-tech and art industry and potential partnerships;
- To develop and lead informative and engaging classes on various topics, including 3D printing, coding, robotics, fabrication, modeling, and innovation. (2-4 programs per week, 1-2 hours per program);
- To write and publish the ACK Makerspace Program book;

To appear in ACK Makerspace program photos and videos on the Embassy website, ACK social media sites, and other makerspace promotions for educational, information, and public diplomacy purposes.

Participants and Audiences:

The target audiences are women in STEAM, young professionals and start-ups. Audiences will be exposed to a variety of equipment and training, learning freedom of design, and in so doing build a community where they can share skills and knowledge. Makerspaces cover a wide range of topics; experts in different topics can guide their peers, while skill sharing while conducting Makerspace activities provides a platform to help others connect. This platform will help Korean female students develop greater interest in STEAM-related fields and turn their attention to study and career opportunities in the fields both in the Republic of Korea and the United States.

B. FEDERAL AWARD INFORMATION

Length of performance period: 6 months
Number of awards anticipated: 1 award
Award amounts: awards may range from a minimum of $12,500 to a maximum of $25,000
Total available funding: $25,000
Type of Funding: FY20 Smith-Mundt Public Diplomacy Funds
Anticipated program start date: May 2020

This notice is subject to availability of funding.

Funding Instrument Type: Non-fixed amount Individual award

Program Performance Period: Proposed programs should be completed in 6 months.

The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGILIBITY INFORMATION

1. Eligible Applicants

- Individuals
  For U.S. citizens: must be eligible to receive a Korean E-7 visa; B.A. or B.S. in engineering/science/art/design/computer major preferred; highly developed presentation and teaching skills; computer skills; interpersonal skills; science or engineering-related program writing skills.
  For Korean nationals: fluency in written and spoken English (Level III) and Korean (Level IV) language is required; B.A. or B.S. in engineering/science/art/design/computer science major preferred; highly developed presentation and teaching skills; computer skills; interpersonal skills; science or engineering-related program writing skills.

2. Cost Sharing or Matching

N/A

3. Other Eligibility Requirements

Individuals are not required to have a unique entity identifier or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per individual. If more than one proposal is submitted from an individual, all proposals from that institution will be considered ineligible for funding.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms (SF424 series) required below are available below. As for proposal/budget templates, please find attached at the Embassy website.

2. Content and Form of Application Submission

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application
Please ensure:
- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **required**:
1. Mandatory application forms (available at https://www.grants.gov/web/grants/forms/sf-424-individual-family.html)
- **SF-424-I (Application for Federal Assistance --individuals)**
- **SF424B (Assurances for Non-Construction Programs (SF-424B Individual)**

2. Summary Page: Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (5 pages maximum): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below. *You may use our proposal templates posted in the Embassy website.*

- **Proposal Summary:** Short narrative that outlines the proposed project, including project objectives and anticipated impact (10-15 lines).

- **Introduction to the Individual applying:** A description of past and present experience, showing ability to carry out the project, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.

- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed project is needed.

- **Project Goals and Objectives:** The "goals" describe what the project is intended to achieve. What aspect of the relationship between the U.S. and ROK will be improved? The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.

- **Program Methods and Design:** A description of how the project is expected to work and solve or address the stated problem.

- **Project Activities:** Describe the project activities and how they will help achieve the objectives.

- **Proposed Project Schedule:** The proposed timeline for the project activities. Include the dates, times, and locations of planned activities and events.

- **Project Monitoring and Evaluation:** <u>This is an important part of successful grants.</u> Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?

- **Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

- **Project Partners:** List the names and type of involvement of key partner organizations and sub-awardees, if applicable.

- **Proposed Budget:** See H. OTHER INFORMATION

4. **Attachments** :
   - 1-page CV or resume
   - Career portfolio
   - Letters of support from program partners describing the roles and responsibilities of each partner
   - Official permission letters, if required for program activities

Required Registrations:
Any applicant listed on the Excluded Parties List System (EPLS) in the [System for Award Management (SAM)](#) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

Submission Dates and Times

Applications are due no later than March 8, 2020

Funding Restrictions

Indicate any funding restrictions (for example, if award funds cannot be used in certain countries, or for certain activities.)

Other Submission Requirements

All application materials must be submitted by email to SeoulPDGrants@state.gov. Enter the "Funding opportunity number" provided above to the beginning of the subject line of the email (i.e.: PD-SEOUL-FY20-01 Makerspace Fellow Program – *applicant's name*).

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Capacity and Record on Previous Grants: The individual has expertise in its stated field and has the internal controls in place to manage federal funds.

Program Planning/Ability to Achieve Objectives: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Monitoring and evaluation plan: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

Sustainability: Program activities will continue to have positive impact after the end of the program.

2. Review and Selection Process

A Grants Review Committee will evaluate all eligible applications. Requests for invitation-only virtual or in-person interviews will be issued. Interview instructions will be provided to selected candidates.

3. Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of

performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

4. Anticipated Announcement and Federal Award Dates
- March 8: Deadline for Fellowship Application Submissions
- April 6-10: Announcement of Fellowship Award Recipient
- May – November 2020: Fab Lab Fellowship Period (Subject to change)

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payments will be made in at least two installments, as needed to carry out the project activities (via EFT).

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:
2 CFR 200, 2 CFR 600, and the Department of State Standard Terms and Conditions which are available at: https://www.state.gov/about-us-office-of-the-procurement-executive/.
Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDING AGENCY CONTACTS
If you have any questions about the grant application process, please contact: SeoulPDGrants@state.gov.

Note: We do not provide any pre-consultation for application related questions that are addressed in the NOFO. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

H. OTHER INFORMATION

Guidelines for Budget Justification
Grant ceiling amount for U.S. citizens not residing in the Republic of Korea (ROK): not to exceed approximately $ 25,000. This total amount $25,000 includes honorarium, international airfare (round trip between the U.S. and ROK), local travel cost to conduct regional programs, health insurance, materials, and visa fee if applicable. *Housing is not provided.*

Grant ceiling amount for Korean nationals and U.S. citizens living in ROK: not to exceed approximately $12,500. This total amount includes honorarium, local travel cost to conduct regional programs, and any program related incidental fees. Housing and work-related insurance are not provided.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.